

FY 2015 Preliminary Budget Data Collection



Software Instructions

Due Date: February 3, 2014

Data Management & Analysis Team
(802) 828-3777

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Minimum System Requirements

Prior to trying to run the application you will need to close all open windows and applications. You will also need to disable any popup blocker per your ISP/toolbar directions; you may need to speak with your IT Administrator.

You will need Adobe Acrobat Reader to print the reports the application produces. If you do not have Adobe Acrobat loaded on your computer, use the link below to download the appropriate software for your computer and operating system.

<http://www.adobe.com/products/acrobat/readstep2.html>

Windows Users – Internet Explorer 5.0 or greater

Use link: <https://wave.ed.state.vt.us:4459/forms/frmservlet?config=prelimbudg>

Windows users will also need to have Java 6 update 26. If you do not have this version and are having issues with the program, please contact the help desk for assistance.

Mac Users – Safari 1.0 or greater

Use link: <https://wave.ed.state.vt.us:4459/forms/frmservlet?config=prelimbmac>

If you are using a Mac OS 10(X) as an operating system, you have a MR J file on your computer that will enable you to access the Oracle application. However, if you are using a Mac OS 9.x as an operating system and you have not run an AOE application from your machine before you will need a **MRJ_2.2.5.smi.bin** file. Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. AOE Help Desk (802) 828-3777.

Technical Support

Call (802) 828-3777 for assistance with the data entry application.

Call (802) 828-0471 for assistance with data issues.

Due Date

The FY2015 Preliminary Budget is due February 3, 2014.

Starting the Application

Open an Internet browser and input the appropriate [link from above](#). Login to the program using the username and password sent to you. The username and password are case sensitive.

The screenshot shows a web browser window titled "Login to Application: PRELIMINARY BUDGET COLLECTION - FY15". The main content area has a grey background. At the top, there is a large purple rectangle with the text "Preliminary Budget" in white. Below this, a white box contains the text "Board Approved Budgets Due the first business day in February" in black. Underneath, there are two input fields: "Username" and "Password", both with "(CASE SENSITIVE)" text to their right. Below the input fields are two buttons: "Submit" and "Exit". At the bottom, a purple box contains the text "Software Questions? Call 802-828-3777" and "Data Questions? Call 802-828-0471".

Main Menu Options

The screenshot shows a web browser window titled "PRELIMINARY BUDGET COLLECTION - FY15". The main content area has a grey background. At the top, there is a large purple rectangle with the text "Preliminary Budget" in white. Below this, a white box contains the text "Board Approved Budgets Due the first business day in February" in black. To the right of the purple box, there is a "Today's Date" label with a dropdown menu showing "12/04/2013". Below the purple box, there are four sections of options, each with a heading and a list of items with checkboxes: "Display Instructions" (Data Reporting Instructions, Software Instructions), "Data Submission" (Review Data Submission Checklist, Submit Data to AOE), "Data Entry" (Enter/Edit Preliminary Budget Data, View Contact Information), and "Exit Application" (Exit). At the bottom, a purple box contains the text "Software Questions? Call 802-828-3777" and "Data Questions? Call 802-828-0471".

Data Entry

Enter/Edit Budget Data – This button allows you to enter or edit data into a district template.

View Contact Information – This button allows you to view the name, phone number, and e-mail address of the person AOE should contact in the event we have a question(s) about the Preliminary Budget data submitted by your district. If you need to update this, please contact the Help Desk at (802) 828-3777.

Reports

Print Preliminary Budget Report – This button allows you to print a report of all data entered for a district. You may print a report at any stage of data entry.

Display Data Reporting Instructions – This button allows you to print out the data reporting instructions.

Software Instructions - This button allows you to print out a copy of the software instructions.

Data Submission

Review Data Submission Checklist – Click to display information relevant to submitting your data.

Submit Data to AOE – Click to display an instruction page on how to submit the Preliminary Budget data for your district.

Exit Application

Exit – This button allows you to exit the application. The data will be automatically saved before exiting.

Data Entry

Enter/Edit Budget Data

This screen allows you to enter data into a template for the district selected or edit data that has already been entered for the selected district.

From the dropdown box, select the district you wish to enter data for and then enter data into the data entry grid. If the district you would like to enter data for does not appear in the list, please call the Help Desk at (802) 828-3777.

Vermont Agency of Education

Window
PRELIMINARY BUDGET COLLECTION - FY15

Enter/Edit Preliminary Budget Data

Today's Date 11/21/2013

Select District [Return to Main Menu](#)

B. Proposed Local Revenues

NOTE:
The on-behalf payment the State makes directly to a technical center for a district is NOT a local revenue and does NOT reduce education spending. DO NOT INCLUDE REVENUE CODE 3114 IN LOCAL REVENUES.

A. Proposed expenditures	B. Proposed local revenues	C. Eligible principal and interest for Capital Debt Hold Harmless Aid (F8887)	D. Estimated revenues offsetting HH capital debt (R8887)	E. Gross eligible capital debt expenditures (F8888)	F. Dedicated eligible capital debt revenues (R8888)	G. Proposed Act 144 construction & debt service expenditures	H. Non-property tax revenues paying for Act 144 expenditures	I. Total Exemptions offsetting excess spending
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Initial Educational Spending
(Prior to any Hold Harmless Aid for old Capital Debt)

Software Questions? Call 802-828-3777
Data Questions? Call 802-828-0471

View Contact Information

Window
PRELIMINARY BUDGET COLLECTION - FY15

Preliminary Budget

Contact Information

Select Schools [Return to Main Menu](#)

First Name	Last Name	Contact Phone	Contact Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Software Questions? Call 802-828-3777
Data Questions? Call 802-828-0471

The Contact Information has already been preloaded into the Preliminary Budget Application. If you need to update this, please contact the Help Desk at (802) 828-3777.

Reports

Print Preliminary Report Data

Search by Organization Name % = Wildcard Character

SEARCH

Double click on a record to select or unselect:

Organization ID	Organization Name	SU ID
T142	NORTHFIELD	SU043
T170	ROXBURY	SU043

OK Cancel

Select a district from the list or search by organization name. This will give you your Preliminary Budget FY15 report in Adobe Acrobat.

The Preliminary Budget FY15 report allows you to preview the data entered. You can then print a report of the entered data.

Preliminary Budget - FY15

District: T129 - MONTPELIER								
Proposed Expenditures	Proposed Local Revenues	Educational Spending	Proposed Act 144 Construction and Debt Service Exp	Non-property tax revenues paying for Act 144 exp	Eligible Principal and Interest for Capital Debt Hold Harmless (F8887)	Estimated Revenues Offsetting HH Capital Debt (R8887)	Approved Net Capital Construction Spending, Including Principal and Interest (F8888 - R8888) (E - F)	Exemptions Offsetting Excess Spending
A	B	(A - B)	G	H	C	D		I
17,359,522	3,504,642	13,854,880	0	0	171,978	0	350,111	48,857

Display Data Reporting Instructions

These instructions help you complete the data in the application.

FY 2015 Preliminary Budget Data Collection



Data Reporting Instructions

Software Instructions

Selecting this button will allow you to print out a copy of the software instructions.

FY 2015 Preliminary Budget Data Collection



Software Instructions

Data Submission

Review Data Submission Checklist

Review the Data Submission Checklist before Submitting Data to AOE.

Window
PRELIMINARY BUDGET COLLECTION - FY15

Preliminary Budget

Board Approved Budgets
Due the first business day in February

1. Data will be saved as it is entered, but will NOT be submitted to AOE until you press the "Submit to AOE" button on the Main Menu.
2. Reports provided in this application are provided for your information only and do not need to be submitted to the AOE.
3. Once submitted data has been accepted by the AOE, it cannot be changed without contacting AOE to reset your school. Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

Return To Main Menu

Software Questions? Call 802-828-3777
Data Questions? Call 802-828-0471

Submit Data to AOE

Window
PRELIMINARY BUDGET COLLECTION - FY15

Select District(s) for Submission to AOE

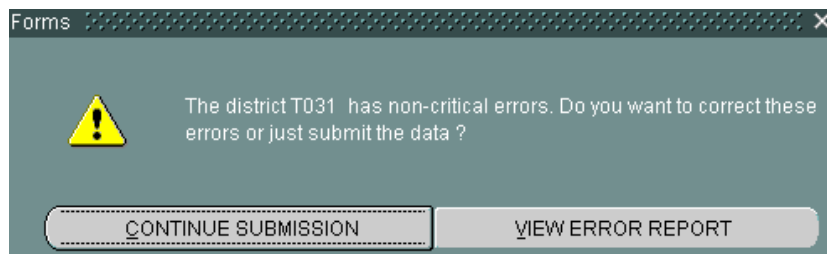
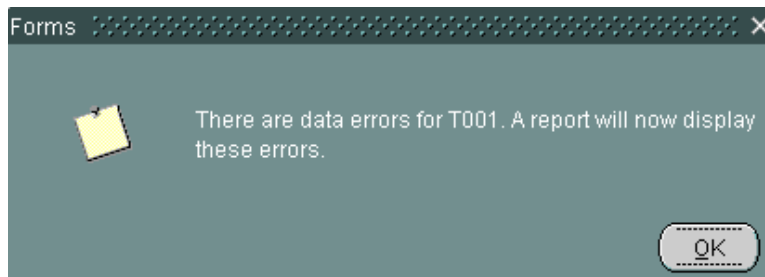
- 1) Click on "Show all Districts" button to see a list of all LEAs that have not passed review.
- 2) When the window opens, select or de-select the District(s) you would like to submit by double clicking on a record. After selections are made, click on the "OK" button to return to this form.
- 3) Click on the "Submit to AOE" button and your data will undergo a quality check. You will be notified when the process is completed.
- 4) If all data meets the given criteria, your data will be submitted on completion of this process. If it does not, (an) error message(s) will be displayed. Do any necessary corrections and re-submit.
- 5) Once submitted data has been accepted by the AOE, it cannot be changed without contacting AOE to reset your district(s). Resetting will allow you to edit the data, but any new data entered will overwrite previously submitted information.

Show all Districts Return to Main Menu

Software Questions? Call 802-828-3777
Data Questions? Call 802-828-0471

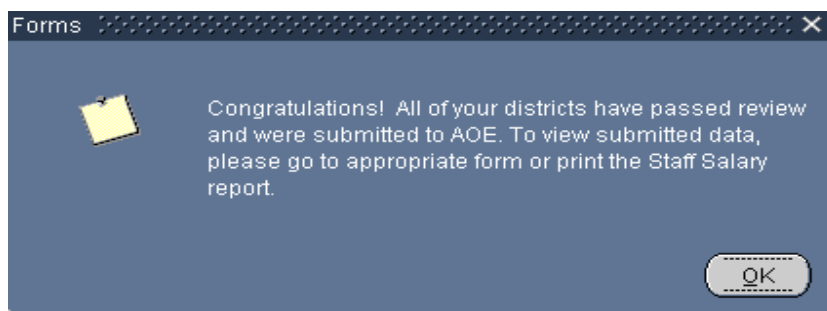
Follow the steps listed to Submit Data to AOE. You will get the same screen as if you were printing a report, but after selecting a town, you will be allowed to submit your data.

If the information you entered has errors, one of the following messages will pop-up.



Click “OK” or “Show Error Report” to view the error log; the error log will open in a separate page. The “Continue Error Check” button will send your collection to AOE; you will need to contact AOE to make corrections after this.

When you have successfully submitted your survey to AOE, you will receive the following message. Click “OK” and then return to the main menu.



Exit Application

Exit – This button allows you to exit the application.